

INSTRUCTIONS FOR COMPLETING RECORDS TRANSFER LIST AND RECEIPT (RM-17 FORM)

This form is used to transfer agency, locality or organization records to the Library of Virginia

STATE RECORDS CENTER (SRC) NOTE: Bar code numbers are assigned by the SRC to identify and authorize agency transactions with the SRC. Please restrict distribution of this information to authorized individuals.

ARCHIVAL NOTE: Records to be transferred to the LVA Archives must be in acid-free boxes. Prior to transfer, your RM-17 Form must be submitted to and approved by your LVA Records Analyst.

1. Enter full name of agency, locality or organization.
2. Enter agency or locality budget code.
3. Enter name of department and section (sub-department).
4. Enter name of agency/locality contact person.
5. Enter telephone number of contact person and extension if applicable.
6. Enter e-mail address of contact person.
7. Enter the complete address for the location where the records will be picked up from including room numbers where records are located.
8. Enter the complete billing address.
9. Check one box for records destination: **Archives** for permanent (acid-free boxes & prior approval by LVA analyst required), **Imaging Services** for microfilm (must pass quality control to be accepted), or **Records Center** for non-permanent.
10. Check one box indicating if there are any restrictions to access or use of these records. If restricted, explain type of information to be restricted and provide exact code citation authorizing the restriction. Access to records in the Records Center is limited to the custodial agency or locality.
11. Check one box for media format.
12. Use this box for special notes or instructions.
13. Enter the agency's or locality's General or Agency Specific Schedule Number.
14. Enter the record Series Number.
15. Enter the record Series Title.
16. Enter the agency box number.
17. Enter bar code number (supplied by Records Center). This number will be supplied after the transfer is approved. Leave this area blank for transfers to Archives or Imaging Services.
18. Enter the box contents, listing beginning and ending folders for each box. A separate folder listing of box contents is helpful but not required.
19. Enter the date range of the box contents (beginning-to-ending date or closing date of records).
20. Accession number. **For use by the Library of Virginia. Leave blank.**
21. Printed name and signature of agency/locality Records Officer.
22. Enter the date records were authorized for transfer by agency.

Transfer Received By and Date Received By are for use by the Library of Virginia.

Mail form to:

Library of Virginia
Records Management
800 E. Broad St.
Richmond VA 23219-8000

OR

For Archival transfers:

Fax (804) 692-3603
Phone (804) 692-3600

For SRC transfers:

Fax (804) 236-3722
Phone (804) 236-3705

Examples for Transfers to:	15. Agency Box Number	16. RC Bar Code Number	17. Contents (BEGINNING TO END)	18. Date Range (BEGINNING TO END)
Records Center	1 of 150	2008308	A. Anderson – W. Jones	Calendar/Fiscal Year 2004
Records Center	04-56	2587455	2765 - 2853	July 1, 2004 – Aug 15, 2004
Archives	8 of 11	N/A	A to E (Accounts to Elections)	Jan. 1990 – Dec. 1997
Imaging Services	23	N/A	Board Minutes	Jan. 1950 – Jan. 1998